



## Library Assistant I

**Job Code: 0065**

Originated: 03/05

Revised: 08/06

HR Ordinance Status: Classified

Salary Grade: 2131

EEO Code: 24

FLSA: Non-Exempt

Supervisory: No

[General Workforce](#)

### CLASS SUMMARY

Provides a variety of para-professional library work and technical duties in one or more of the areas of the Library; including customer assistance & service, circulation, youth services, technical services, adult services or Southwest Room.

### DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

### ESSENTIAL FUNCTIONS

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Acquires library material; orders and files claims for continuations. Maintains the accounting records/statistics for budget control and use by the material selection committee; acts as liaison and coordinates information between committee and City Purchasing; orders supplies and types requisitions for materials; handles transactions with vendors.
- Assists customers in person or over the phone handling complaints and/or explaining policies and procedures. Issues library cards by inputting information into computer and explaining policies; processes and discharges library materials. Collects fines, makes change and operates a cash register.
- Provides lead supervision when needed in absence of supervisor; is familiar with library procedures; is able to train staff and volunteers on job duties; oversees work of volunteers; supports teamwork; assists and/or prepares schedules for service desks.
- Performs data entry tasks for computerized databases; files updates for specialized information files or publications.
- Searches, edits and catalogs records for library materials on OCLC under professional supervision.
- Sorts, separates and arranges materials alphabetically and numerically in prescribed manner.
- Assists in planning and implementation of children's story times and other library programs. Communicates in front of large groups of children or adults.
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

**Knowledge, Skills and Abilities**

**Knowledge of:**

Library policies, procedures, methods, materials and practices.

Effective customer service procedures.

Basic arithmetic.

Microsoft Windows Office products.

**Ability to:**

Communicate library policies, procedures, methods, materials and practices.

Collect fines, make change and operate a cash register.

Sort, separate and arrange materials alphabetically and numerically.

Maintain clerical records.

Work independently and prioritize tasks.

Perform in lead worker capacity, develop schedules, observe staff to ensure conformance to standards.

Be team player.

Effectively handle complaints and/or explaining policies and procedures.

Follow oral and written instructions.

Return and reactivate materials.

Make presentations in front of large groups of children or adults.

Listen, communicate and work effectively with a diverse group of people.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Establish and maintain effective working relationships with co-workers, other City staff and the general public.

**Education and Experience:**

A high school diploma or GED equivalent, two years of college coursework in Information Science, Liberal Arts or related field and one year of library work experience including public service contact and/or supervision experience.

**Licensing and Other Requirements:**

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

**SUPERVISION RECEIVED AND EXERCISED**

- Works under general direction of a Supervising Library Assistant or Library Coordinator in the Community Services Department and within standard operating procedures.
- No formal supervisory responsibilities but may lead and monitor the workload of the Library Aides or volunteers as needed.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Most work is performed in a library service desk environment with some work performed in a normal City office environment.
- Physical agility to operate wand, computer, computer keyboard and de-sensitizer on a continuous and repetitive basis.
- Stack materials on cart.
- Push heavy cart containing various library materials.
- Re-shelve materials.
- Reach, bend, stoop, lift and move arms above shoulder level; lift and carry library materials.
- Concentrate on and complete tasks in the presence of distractions.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Work weekends and evenings.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*